

Federal Advisory Committee (FAC) Membership Balance Plan

Please read the Federal Advisory Committee Membership Balance Plan Guidance prior to completing this form.

NATIONAL INSTITUTE FOR OCCUPATIONAL SAFETY AND HEALTH

(1) FEDERAL ADVISORY COMMITTEE NAME

State the legal name of the FAC

Board of Scientific Counselors, National Institute for Occupational Safety and Health

(2) AUTHORITY

Identify the authority for establishing the FAC

The Board of Scientific Counselors, National Institute for Occupational Safety and Health (NIOSH) was established under Section 222 of the Public Health Service Act (42 U.S.C. Section 217a), as amended. The Board is governed by the provisions of the Federal Advisory Committee Act, as amended, (5 U.S.C., App.) and 41 CFR Part 102, which sets forth standards for the formation and use of advisory committees.

(3) MISSION/FUNCTION

Describe the mission/function of the FAC

The Board advises the Director, NIOSH, on National Institute for Occupational Safety and Health research and prevention programs and provides guidance on NIOSH's research activities related to developing and evaluating hypotheses, systematically documenting findings, and disseminating results. The Board evaluates the degree to which the activities of NIOSH: (1) conform to those standards of scientific excellence appropriate for Federal scientific institutions in accomplishing objectives in occupational safety and health; (2) addresses current relevant needs in the fields of occupational safety and health, either alone or in conjunction with other known activities inside and outside of NIOSH; and (3) produces its intended results in addressing important research questions in occupational safety and health, both in terms of applicability of the research findings and dissemination of the findings.

(4) POINTS OF VIEW

Based on understanding the purpose of the FAC,

- (a) describe the process that will be used to ensure the committee is balanced, and identify the categories (e.g. individual expertise or represented interests) from which candidates will be considered;*
- (b) consider identifying an anticipated relative distribution of candidates across the categories; and*
- (c) explain how a determination was made to appoint any individuals as Special Government Employees or Representative members*

The Board will consist of 15 members recruited from outside of the Federal government who have mid-career or senior-level expertise in a variety of areas of occupational safety and health. Members will be recruited from various professions such as occupational medicine, occupational nursing, safety engineering, industrial hygiene, toxicology, physiology, epidemiology, psychology, social sciences, education and training, and statistics (this is not an exclusive list). Industry, organized labor, and academia will be represented by at least two members from each category. Representatives from State, local, or tribal governments who have expertise in occupational safety and health also may be recruited. All members will be appointed as Special Government Employees subject to review for conflicts of interest. No members will be appointed as Representatives of a specific interest.

(5) OTHER BALANCE FACTORS

List any other factors your agency identifies as important in achieving a balanced FAC

Appointments shall be made without discrimination on the basis of age, race, gender, sexual orientation, HIV status, and cultural, religious, or socioeconomic status. During the nomination process, the Board is reviewed in totality for balance with regard to geographic location and other pertinent factors. A balanced committee is characterized by inclusion of the necessary knowledge, insight, and scientific perspective from the community or expertise area which the members serve.

(6) CANDIDATE IDENTIFICATION PROCESS

Summarize the process intended to be used to identify candidates for the FAC, key resources expected to be tapped to identify candidates and the key persons (by position, not name) who will evaluate FAC balance. The summary should:

- (a) describe the process*
- (b) identify the agency key staff involved (by position, not name)*
- (c) briefly describe how FAC vacancies, if any, will be handled by the agency, and*
- (d) state the membership term limit of FAC members, if applicable*

The DFO will identify potential candidates from research and professional associations, professional publications, participants in professional conferences and committees, and recommendations from current and former board members or other experts in the field. The DFO will develop a candidate list to be evaluated by the Director, NIOSH, and the CDC Management Analysis and Services Office. A short list of the best qualified candidates for each professional area will be developed and discussed with the Director, NIOSH. The resulting top candidates will be contacted for interest and availability. Associations also may be contacted to nominate an individual to represent the interests of their organization. The final list of nominees will be forwarded by the CDC Management Analysis and Services Office to the Secretary, Department of Health and Human Services, for final selection. If any vacancies occur during the life of the Board, the DFO will review the initial candidate list, identify the best qualified candidates to replace the lost point of view, and initiate the review process as described above. NIOSH will strive to fill Board vacancies no later than 6 months after the position is vacated.

Members shall be invited to serve for overlapping terms of up to four years, except that any member appointed to fill a vacancy for an unexpired term shall be appointed for the remainder of that term. Terms of more than two years are contingent upon the renewal of the board by appropriate action prior to its termination. A member may serve up to 180 days after the expiration of that member's term if a successor has not taken office.

(7) SUBCOMMITTEE BALANCE

Subcommittees subject to FACA should either state that the process for determining FAC member balance on subcommittees is the same as the process for the parent FAC, or describe how it is different*
**This is relevant to those agencies that require their subcommittees to follow all FACA requirements.*

The process that will be used to determine advisory committee member balance for the parent Federal advisory committee will be used for any subcommittees that may be created.

(8) OTHER

Provide any additional information that supports the balance of the FAC

Not applicable.

(9) DATE PREPARED/UPDATED

Insert the actual date the Membership Balance Plan was initially prepared, along with the date(s) the Plan is updated

December 2016